



U.S. DEPARTMENT OF EDUCATION

***EDFacts* Submission System (ESS)**

Frequently Asked Questions

Version 10.0

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Institute of Education Sciences

John Q. Easton
Director

National Center for Education Statistics

Jack Buckley
Commissioner

Administrative Data Division

Ross Santy
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1. EDFACTS GENERAL INFORMATION

Where do I get more information concerning the EDFacts initiative?

RESPONSE: More information about the EDFacts Initiative is available at the following website: <http://www.ed.gov/EDFacts>

What are the differences between EDFacts, ESS and EDFacts Reporting System?

RESPONSE: See below for a definition of each:

EDFacts: EDFacts is a U.S. Department of Education initiative to put performance data at the center of policy, management and budget decisions for all K-12 educational programs. EDFacts centralizes performance data supplied by K-12 SEAs with other data assets, such as financial grant information, within the Department to enable better analysis and use in policy development, planning and management. The purpose of EDFacts is to:

- Increase the focus on education outcomes and accountability rather than process.
- Provide robust K-12 performance data by integrating student achievement and federal program performance data.
- Reduce data collection burden for the Department and the states.

Provide data about outcomes at the federal, state, and local levels for federal and state planning, policy, and program management

ESS: States report data to the U.S. Department of Education using the EDFacts Submission System (ESS), an electronic system that facilitates the efficient and timely transmission of data from State Education Agencies (SEAs) to the Department of Education. It is a file submission application.

EDFacts Reporting System: The EDFacts Reporting System (ERS) is a U.S. Department of Education application used to report on EDFacts data in a variety of ways. EDFacts data analysis and reporting tools permit users to access, analyze and report on education data for over 100 data groups.

2. EDFACTS DOCUMENTATION

Where can I find supporting documentation for EDFacts?

RESPONSE: Most of the documentation can be downloaded from the ED.gov Web site: <http://www.ed.gov/EDFacts>. This includes:

- **EDFacts Workbook** – This school year-specific guide provides overall and high-level guidance for submitting data to EDFacts.
- **EDFacts Submission System (ESS) Users Guide** – This guide addresses the basic mechanics of system access and file transmission.
- **EDFacts Submission System's Release Notes** – These documents provide a description of the technical enhancements to each version of ESS.
- **File Specifications** – These documents provide policy guidance and technical instructions for building the files that are submitted through ESS.
- **EDFacts Business Rules Guide (BRG)** – This school year-specific document lists all the business rules that ESS uses to check the quality of data submitted to the system. Starting with SY 2008-09, the BRG includes two documents: (1) a PDF document detailing the terminology used in the BRG spreadsheet and other information helpful in using the BRG spreadsheet, and (2) an Excel spreadsheet describing each business rule.
- **EDFacts Calendar** – This provides important due dates and events pertaining to the EDFacts initiative.
- **File Due Dates** – A spreadsheet that lists due dates for each file specification by school year.
- **EMAPS Submission Plan and File Status User Guides** – These user guides help in the process of submitting State Submission Plans through EMAPS.
- **User Support Information at www.ed.gov/edfacts/support.html** - includes the user support knowledgebase of articles, user update messages, and webinars relevant to multiple states.

In addition, the following tools are available from the PSC:

- **EMDR data dictionary spreadsheets** with the same content as the Data Viewer which has been retired.
- **PSC File Format Checker (PSC Internal Tool)** – This tool allows states to check for non-XML format errors prior to attempting to submit to ESS.
- **PSC Weekly Support Update** – This weekly broadcast email is sent to the state EDFacts Coordinator and includes weekly updates and current information for EDFacts users. The EDFacts Coordinator may forward information from this to appropriate staff within the state.

- **ERS Crosswalk-** This crosswalk provides the file numbers and data groups that populate each report in the EDFacts Reporting System.

Where can I find the official and most recent versions of the EDFacts File Specifications?

RESPONSE: The EDFacts File Specifications can be viewed through the Data Framework function in the EDFacts System or can be downloaded from the ED.gov Web site: <http://www.ed.gov/EDFacts>.

Upon gaining access to the EDFacts Web site, click the File Specification link under the EDFacts System Documentation section.

File specifications are listed on the website as either Active File Specifications (Enabled in ESS) or Inactive File Specifications (Not Yet Enabled in ESS). Watermarks on inactive files will be removed as files are enabled in ESS.

File specifications are updated from time to time. This is due to updated or enhanced policy, mid-year changes or to fix problems/defects. The specifications are version controlled, so the best thing to do is to compare the release number of the document.

You can do this via the EDFacts Web site:

- C088 – Children with Disabilities (IDEA) Disciplinary Removals v10.0 [Word](#)
- C089 – Children with Disabilities (IDEA) Early Childhood v10.0 [Word](#)
- C094 – Firearm Incidents v10.0 [Word](#)
- C099 – Special Education Related Services Personnel v10.0 [Word](#)
- C103 – Accountability v10.0 [Word](#)
- C106 – Elementary/Middle Additional Indicator v10.0 [Word](#)

Alternatively, within the document itself:

Title:	C099 – Special Education Related Services Personnel File Specifications
Revision:	Version 10.0
Issue Date:	March 2013
Security Level:	Unclassified – For Official Use Only
Filename:	c099-10-0.doc

Where can I find the list of Language codes?

RESPONSE: Beginning in SY 2007-08, the ISO-639-2 standard is being used. The system and supporting documentation has been updated to accept the three character codes. This ISO-639-2 standard can be found at: http://www.loc.gov/standards/iso639-2/php/English_list.php. (Note: Reference 639-2 column.)

Where can I obtain a copy of the presentation material from previous EDFacts Conferences?

RESPONSE: The presentation material from previous WebEx sessions and EDFacts Conferences are now available. Please go to the following Web site to download copies of the presentations and WebEx recordings:

<http://www2.ed.gov/about/inits/ed/edfacts/support-training-webinars.html>

From here, you can choose the specific session of interest.

Before submitting a file to ESS, how do I check which other files ESS will cross-check the data against?

RESPONSE: The EDFacts Business Rules Guide can be easily filtered to show cross-file edits:

1. Open the Business Rule Guide Excel spreadsheet
(<http://www2.ed.gov/about/inits/ed/edfacts/business-rules-guide.html>)
2. Scroll right to the column titled File Spec Used #1. In the filter drop down menu (click the downward arrow icon within the column title), scroll to the file specification number desired and select it.
3. Scroll right to the column titled File Spec Used #2. In the filter drop down menu (click the icon on the column title), scroll to the bottom and select 'Non-Blanks'.

This procedure should provide you with the list of all cross-file edit checks on a given file (other than current year-to-prior year checks of the same file).

To retrieve a list of ALL cross-file edit checks, simply leave the column titled File Spec Used #1 blank.

How do I know which Business Rules are new in the EDFacts Business Rules Guide?

RESPONSE: In the EDFacts Business Rules Guide under column M it says "First ESS Release." You can filter through this column to see which release of ESS the error message was first used. The newest errors for SY 2013-14 will say Release 10.0 since that is the current version of ESS in use.

3. EDFACTS SUBMISSION SYSTEM

How do I access the EDFacts Submission System?

RESPONSE: Go to the following Web site: <http://eden.ed.gov/EDENPortal>

What types of ESS user access can be provided?

The following is the list of user access types:

- **ESS Submitter** – This user role of ESS can submit files and review reports on the status of files submitted. ESS e-mails reports to the SEA Submitter who transmits the file. ESS includes the data framework, which provides information on the data submitted through ESS.
- **ESS Reviewer** – This user role of ESS will provide access to state submission and transmission reports but does not allow access to the Transmittal Authorization sub-application. These personnel will not require the ability to submit files but only an ability to review and analyze error reports and data. These users may include the CCD Coordinator and the IDEA Part B Data Manager.
- **EDFacts Reporting System Users** – The EDFacts Reporting System (ERS) contains reports on the status of submissions through ESS, IDEA data and CSPR data. Please contact the PSC to replace an existing ERS user with another. States are limited to the number of user licenses they currently hold.
- **State Agency Error Report** - This user role of ESS will be notified, via an automated e-mail, when the state has received an error on the Submission Error Report for their state.

How many ESS users may a state have? How do I request a new account be created?

- **RESPONSE:** The state is not limited to how many users they may have with ESS access. The state EDFacts Coordinator should contact the PSC to request that a new account be created, and specify the type of ESS access required.

I would like a data extract of my EDFacts files. Whom should I contact?

- **RESPONSE:** Upon request by the state, PSC can provide a data extract of most files submitted through ESS. This includes: Directory (029), Grades Offered (039), Membership Data (052), Performance Data (to include 175, 178, 179, 185, 188, and 189), Accountability Data (to include 103 and 106-111) and others per request.
- Contact the PSC to request an extract of your state file(s). Typical turnaround time on extract requests is within three business days. Note: You need to be an approved ESS submitting representative of your state to acquire an extract.
- EDEN017 is a report in ERS that shows an extract of states' N/X029 Directory and N039 Grades Offered data at the school level in the same order as the input file. The report will be available for data beginning SY 2003-04 to the current submission year.
- EDEN028 is a report in ERS that shows an extract of the state's N/X029 Directory and N039 Grades Offered data at the LEA level in the same order as the input file. The report will be available for data beginning SY 2003-04 to the current submission year.

Are there any internal tools available to help me test my file before submission?

RESPONSE: Yes, see below for additional information.

- For **Non-XML files**, Partner Support Center has developed a tool, PSC File Format Checker, that can be installed locally and states can use it to check for non-XML format errors prior to attempting to submit to ESS. Contact PSC for a copy of the tool.
- For **XML files**, the team has provided validation schemas. These are provided for the states to use in the creation and validation of XML files. Files created against these schemas must be transformed into the EDFacts ESS standard format and as a result, XML style sheets are provided to accomplish that task. Once transformed, the XML files will comply with the submission schemas. Both the Schemas and Style sheets can be downloaded from the ED.gov Web site: <http://www.ed.gov/EDFacts>

Why do I still receive validation errors in ESS after the PSC File Format Checker reported the file had no errors?

Response: The main purpose of the File Format Checker is to identify Format Errors. It will find some validation errors such as an incorrect permitted value, but it is not designed to find them all since ESS already has this functionality.

When I get a File Format error for my non-XML file, what are some troubleshooting tips?

Response: The EDFacts Workbook provides more information on resolving file format errors. When a non-XML data transmission is flagged as having format errors, PSC starts by looking for the following commonly found errors:

- The number of records does not match the number of records noted in the header record.
- Occurrences of “hidden” spaces or tabs to the far right of header or data records.
- The use of single quotes in the file.
- There is no carriage return/line feed at the end of the last record.
- The file name does not match the name noted in the header record.
- The number of spaces and values in the header record do not match the header record definition noted in the file specification. Common problems are using the incorrect **SY** file specification or the incorrect **level** (SEA, LEA or school).
- The number of spaces and values in the data records do not match the data record definition noted in the file specification. Common problems are using the incorrect **SY** file specification or the incorrect **level** (SEA, LEA or school).
- Additional white spaces between filler fields.

Contact the PSC when you cannot determine the problem and we will help you continue troubleshooting the file.

Is there a maximum file size allowed for EDFacts submissions?

BACKGROUND: Performance testing has been done to determine if a maximum file size exists within ESS. That testing showed that Directory files over 300 megabytes (MB) successfully processed through the system.

For most files, a series of validation checks occur after the entire file is read into the ESS system. The records are then grouped according to their LEA and then their school. At this point, validation proceeds through each education unit (LEA or school). The validation checks to make sure that grand totals and subtotals are present and that they are greater than, or equal to, their respective subtotals.

The EDFacts Submission System is a shared environment where processing resources can be used by many SEAs at the same time.

RESPONSE: The EDFacts files can be quite large. The ESS has been upgraded over the last few years to handle large files. Local internet bandwidth bottlenecks can still present problems when submitting large files. There are two solutions. The first is to use file compression and the second is to split larger files into sections.

Compressing Large Files

The ESS has been modified to recognize files compressed with the Zip data compression algorithm. The ESS will accept a Zip file and automatically extract (i.e., decompress) the file. We recommend that states zip any file larger than 20MB.

Plain text files, like the EDFacts files, are very amenable to Zip compression. File size reductions of 50 to 95% are common with text files. There are varieties of commercial or free file compression utilities that create Zip files.

Zip compressed files should have the .zip extension when uploaded to the ESS. The file name included in the Header Record (or FILETRANSMIT object if XML) should have the extension appropriate to the format of the uncompressed file.

Splitting Large Files

If compression is insufficient or not available, large files can be split into smaller files. A file should be split at an agency boundary; the data for a single education unit must not be split between files. We recommend splitting the file if it is larger than the below thresholds:

- XML files - 120MB unzipped
- Non-XML files - 250MB unzipped

Each of the split files must still be properly formatted according to the file specification. Each must have a unique File ID and File Name. Each non-XML file must have a Header Record with the correct record count for the individual file. Each XML file must be a valid XML document with valid FILETRANSMISSION start and end tags.

Additional processing resources will be brought online in the future and ongoing performance enhancements to the software will help reduce large file submission problems.

Why, at times, is the EDFacts Submission System performance very slow?

BACKGROUND: Every attempt was made during the development process to create a system that could process the large volume of file submissions from all the SEAs. The continual evolution of the EDFacts Submission System has and will continue to provide increased performance.

RESPONSE: The volume of data being processed and resource availability are the two main factors that slow ESS. While recent upgrades to the system should help prevent decreased performance, there are steps that the SEAs can take to help reduce the system burden. They include:

- A. Submit the files as soon as they are created. Creating many files and then submitting the entire batch at once places a performance burden on

the EDFacts Submission System. This is compounded by other SEAs submitting large jobs.

- B. If possible, schedule file submissions either late in the evening (this is the best for the western states) or early in the morning (this is the best for the eastern states). Outside of the peak times of 8:00 A.M. to 5:00 P.M. Eastern Time, the server is not as busy.
- C. Do not wait until the actual due date for certain data usage initiatives. Due dates are often high-submission days and therefore it may take several hours (at times, even longer) to process your file transmission.
- D. If possible, submit the files on Saturdays. There is usually no competing traffic on the EDFacts Submission System on Saturdays. However, please be aware that PSC is not available on weekends for state support. **NOTE:** Sundays are routine maintenance periods. The server might not be available for file submissions.

Can I open multiple sessions of ESS using my one login?
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RESPONSE: Yes. When more than one instance of ESS or any sub-applications (i.e., Data Framework, CSPR) are necessary, we suggest that you open each instance using either the Desktop icon or the Start button application menu. This ensures that multiple Web sessions are created and prevents the possibility of data loss due to multiple instances using a single session.

My file is stuck in Received status. Why has it not processed yet?

RESPONSE: ESS can only process a certain number of files at any one time. Files that have yet to process will remain in Received status until it is their turn to be processed. When states submit several very large files, some state's submissions may stay in Received status for several hours. If your file remains in a Received status for over 24 hours, you should contact the Partner Support Center.

My file is receiving a Database Exception status. What do I do?
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RESPONSE: A Database Exception is an unexpected error. If a Database Exception occurs, report the instance to the Partner Support Center.

How often does the EDFacts Submission System make me reset my password?
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RESPONSE: Every 90 days.

What if my state is missing data? How do I communicate this to the EDFacts Team?

RESPONSE: Section 2 (Guidance) in the file specifications addresses these questions. Please note that the guidance does vary between files and may even change between SY's.

My state's Submission Error Report has been flagged by several submission errors. I have verified that all my submitted data is correct but I am still receiving errors. How do I address these?

RESPONSE: Errors appearing in the Submission Error Report must be addressed. If you think an error is firing by mistake and you are certain that your submitted data is accurate, contact the PSC. Be ready to provide the details of why you think an error is firing inaccurately, as PSC will need approval from the U.S. Department of Education before turning off any errors.

My state's Submission Error Report has been flagged by errors and warnings. I submitted corrected data and the errors no longer appear; how should I address the warnings? When will the warnings drop off my state report?

RESPONSE: Warnings are flagged when data appears unusual or unexpected. States should review the data to determine if the data is accurate. If the data is accurate, no update is needed.

When I submitted a replacement file, it did not remove the LEAs that I had inadvertently submitted with the initial file. What should I do?

RESPONSE: When you re-submit a file to ESS, only the education units in that file are updated. For example, if your original submission contained 100 schools worth of data, and your second submission contains data for 90 of those schools, only the data for those 90 schools are updated. The data for the remaining 10 schools are left unchanged in the EDFacts database.

The benefit of this is that you can make corrections to the data of individual schools or LEAs without having to submit the data for all of them. For example, if after submitting your LEA membership file you discover that you forgot to include a district in your file, all you need to do is submit a file that contains just the data for that one district.

One consequence of this system behavior is that one file submission may not completely overwrite a previous submission. If you discover that you submitted data for a school that should not have been submitted at all, you cannot correct this by leaving that school out of your next submission. When you leave the school out, the system does not make any updates to the data for the school that is already in the database.

If data submitted to ESS needs to be revised, you can make the revisions by simply re-submitting the data for that school or LEA. On the other hand, if you discover that data submitted to ESS should not have been submitted in the first place, you will not be able to correct this through a file submission. You will need to have the data removed.

What should I do if I have data in ESS that needs to be removed?

RESPONSE: If you need to have data removed from ESS, please send a request, via e-mail to the PSC. Please include the file number(s), the level(s) of the file which need to be removed (SEA, LEA, SCH), the school year of the file(s), and a detailed justification or a reason for the removal of the data. Please note that deletions can be processed either by Educational Unit or by file number, but cannot be processed by submission date. The PSC will then process it through the necessary channels to ensure that the impacted program offices are aware and approve of the request. This may take several weeks to completely process through all necessary approvals and systems.

How often is the EDFacts Submission Error Report refreshed?
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RESPONSE: The Submission Error Report is refreshed regularly throughout the day; the report is only refreshed if the state submitted a file that day. If a state submitted a file in order to resolve an error(s) on the submission error report, then the report will refresh within about an hour after the file is successfully submitted, and the state can determine if the new file submission resolved the error(s).

4. EDFACTS DIRECTORY FILE

Should I submit an entire Directory file or just updates on schools/LEAs that have changed in the last year?

RESPONSE: Up until SY 2007-08, the Directory was the only non-SY specific state supplied data. Starting with SY 2008-09, all school and LEA directory data will now be specific to a school year. This is a change that states requested along with satisfying the U. S. Department of Education's need for an "annual" survey for CCD. Business rules will be used to match one institution in a SY to the same institution in the prior SY. As a result of this SY implementation, several new statuses have been added to ensure information is captured at the start of the school year as well as throughout the school year. These are described in more detail in the guidance section of the Directory File (N/X029) specification. **Note: Do not submit a directory record for an entity that was closed in the prior SY unless you are reopening the entity. When updating a previous SY directory file, please inform the PSC to ensure the changes are submitted properly.**

Between SEA, LEA and School level files, is there a particular order I need to submit my Directory files?

RESPONSE: States must submit complete LEA and school directory file submissions, in that order. Note: States will not be required to submit an updated SEA directory file.

Can I submit prior year Directory data using the current year Directory File Specifications?

RESPONSE: No, you should use the year of the specification for that specific change. A note of caution for making Directory changes to prior years: CCD will not see this update since the state's CCD is locked by NCES. If you have specific questions or concerns, contact PSC.

How do I get a list of Educational Units that are currently in my Directory file?

RESPONSE: The EDEN017 and EDEN028 reports can be run in ERS for N/X029 Directory and N039 Grades Offered extracts beginning with SY 2003-04 to the current submission year.

I inadvertently submitted a school (or LEA) in the current year directory that was closed in prior year. How do I fix this?

RESPONSE: As noted above, you should not submit a directory record for an entity that was closed in a prior year unless you are reopening the entity. To fix this issue, please contact PSC. They will work with the technical team to remove this entity from your current year directory file.

I inadvertently submitted an incorrect NCES ID for a school (or LEA), how do I fix this?

RESPONSE: Contact PSC, they will need to have the technical team make this correction to the database. NCES IDs cannot be corrected in ESS by file submission.

I thought NCES IDs were optional – why is ESS indicating they are mandatory?

RESPONSE: Starting in SY 2008-09, when submitting directory data, NCES identifiers are now mandatory for all schools and LEAs *UNLESS* the school or LEA has one of the following School Year Start Operational statuses:

- New (if not Future in the prior year)
- Added
- Future (only in the first year)

This change was implemented with ESS Release 5.0 (January 2009).

I have schools that have changed operational status from previous year's directory submission. What are the allowable statuses based on prior year's operational status?

The chart below indicates what current year operational statuses are allowable based on the prior year operational status.

Table C-1: Verifying Current Year CCD School/Agency Operational Status Against Prior Year's Status

		Current Year Operational Status								
		1- OPEN	2- CLOSED	3- NEW	4- ADDED	5- CHANGED	6- INACTIVE	7- FUTURE	8- REOPENED	Omit from CY Directory
Prior Year Operational Status	1-OPEN	Yes	Yes	X	X	Yes	Yes	X	X	X
	2-CLOSED	X	X	X	X	X	X	X	Yes	Yes
	3-NEW	Yes	Yes	X	X	Yes	Yes	X	X	X
	4-ADDED	Yes	Yes	X	X	Yes	Yes	X	X	X
	5-CHANGED	Yes	Yes	X	X	Yes	Yes	X	X	X
	6-INACTIVE	Yes	Yes	X	X	Yes	Yes	X	X	X
	7-FUTURE	X	Yes	Yes	X	X	X	Yes	X	X
	8- REOPENED	Yes	Yes	X	X	Yes	Yes	X	X	X
	Omitted from PY Directory	X	X	Yes	Yes	X	X	Yes	Yes	

Legend

Yes- Acceptable

X – Not acceptable

Additional Supporting Notes**PY Status 2-Closed**

The only acceptable CY Status when the PY status is “2-Closed” is “8-Reopen.” If you submit any other status, you will get a match error. To resolve the match error, you will need to contact PSC so that they can delete the entity from the CY directory.

CY Status 8-Reopen

This status only works for the year after a school has closed the prior year. If a school has been closed for more than one year, it needs to be reported as a “3-New.”

PY Status 6-Inactive

An education unit can be inactive for 3 full years. At the beginning of the 4th year, the education unit needs to change status to one of the following: “1-Open”, “2-Closed”, or “5-Changed”.

5. EDFACTS-CCD INTEGRATION

What are the Match and Edit Reports?

RESPONSE: The Match and Edit Reports are located on the Reports tab in the Submission Error Report. They include:

- **Match Error Report:** This displays LEA and school match problems. This is isolated to resolving Directory discrepancies.
- **Summary Report:** This displays all other tabs (worksheets) that were previously available in the CCD Match Summary Workbook.
- **Edit Reports:** Once Directory Match Error issues are resolved, Edit Reports will be available. There are three individual Edit Reports: State, Agency and School.

Where are the CCD Match and Edit reports located?

RESPONSE: The CCD Match and Edit reports can be accessed in ESS through the Reports tab in the Submission Error Report sub-application.

What is the CCD Match and Edit report process?

RESPONSE: CCD-related errors and warnings can be accessed in ESS through the Reports tab in the Submission Error Report sub-application. The Reports tab can have up to 5 CCD-related reports: Match Report, Summary Report, and the State, Agency, and School Edit Reports. The Edit Reports will not appear until all critical Match Report errors have been resolved. Resolving critical match errors requires you to resubmit your data or, if you cannot fix the data, contacting the Partner Support Center to have data corrected or removed.

- **Match Report** – All critical Directory errors must be corrected before proceeding to Edit Reports. Not all tabs on the Match Report show errors. Many of the tabs are informational. Focus on the Agency Match Problems and School Match Problems tabs.
- **Summary Report** – This report is a summary of the CCD-related data you have submitted and is a way for you to review that data.
- **Edit Reports** – These reports contain both critical and non-critical (warning) errors. The critical errors must be corrected.

Starting in the SY 2009-10, CCD Workbooks need not be annotated and sent to Census. However for your reference, the reports will continue to be displayed in ESS. Also, Census will continue to follow up with state CCD Coordinators about CCD data that seems incorrect or questionable. This is part of the CCD regular data quality review and states need to correct the data, if it's in error, or explain the anomaly to Census. However, the state no longer needs to document their explanation in the CCD Workbook and return that document (Excel spreadsheet) to Census.

How often are the submissions processed for the Match, Summary and Edit Reports?

RESPONSE: The submission edits are processed nightly. The SY Reports can be reprocessed on an as needed basis. Click the "Regenerate" hyperlink to refresh the Match report data.

How do I get to my Edit Reports? I just see the Match Error and Summary Reports.

RESPONSE: The Edit Reports will not appear until all match problems have been corrected. If you are not getting the Edit Reports, then you need to resolve issues noted in the LEA and School Match Error Report. Once all match problems have been corrected, the Edit Report feature will be available.

What if I have been working on my Edit Reports and today, I noticed my Edit Reports buttons are no longer available to me?

RESPONSE: Most likely, you have submitted an updated Directory file that caused a match problem. Reference the Match Error Report.

How can I obtain a list of my NCES IDs?

RESPONSE: You can obtain your NCES IDs by going to the Education Unit Profile and looking up your educational unit. You can also run the EDEN017 and EDEN028 reports in ERS for N/X029 Directory extract containing your state's current NCES IDs.

6. EDFACTS REPORTING SYSTEM

How do I obtain a user account to access the EDFacts Reporting System?

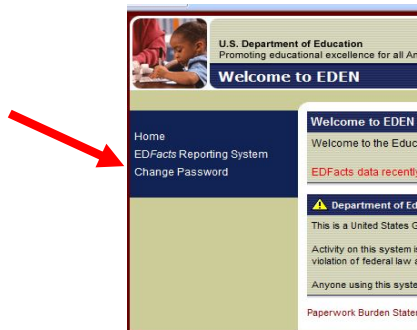
RESPONSE: The *EDFacts* Coordinator needs to contact the PSC to replace an existing ERS user with another. States are limited to the number of user licenses they currently hold.

How do I email someone the results of an EDFacts report?

RESPONSE: Assuming you are the *EDFacts* user for your state, follow the below steps:

1. Login to ESS, and then access the *EDFacts Reports System* link on the left side panel (fig. 1)

Figure 1



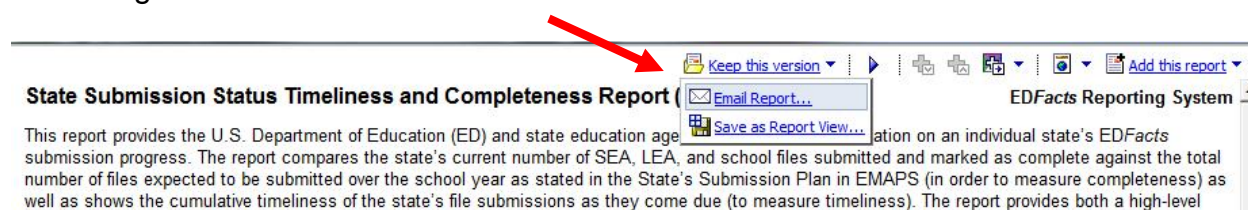
1. Once in the *EDFacts* Reporting System, access the area of interest. For example, *Submission Status*, *Office of Special of Education Programs (OSEP)*. You may select using the icons along the bottom of the page, or the tabs at the top (fig. 2).

Figure 2



2. Access and run the report.
3. In the top right corner of the report, click the icon to *Keep this version* and choose *Email Report* (fig. 3).

Figure 3



4. You will be taken to the next window to establish the email options. Complete the four items in the *Set the email options* window (fig. 4).
 - Enter the email addresses you wish to send to in the *Type the email addresses, separated by semi-colons*. See below for an example.
 - **Important Note!** EDFacts users are responsible for ensuring that data reports are shared only with SEA staff having access rights to the data.
 - Name the report in the *Subject:* box.
 - Enter a comment for the recipient(s) in the *Body:* box.
 - **Important Note!** The report will come from the following email address: edfacts@ed.gov. Please let recipients know not to respond to this email box. If they have questions, please direct them back to you (EDFacts Coordinator) or to the Partner Support

Center (eden_ss@ed.gov). We recommend adding this note to the *Body:* of each scheduled report.

- Choose the “include the report” as your *Attachments* option.
- Press the OK button.
- Your recipients will receive a copy of the report shortly.

Figure 4

Set the email options

Help

X

Specify the recipients and contents of the email. To add recipients, click [Select the recipients...](#) or type the email addresses separated by semi-colons. To include an HTML report as the message body, leave the Body box empty and select the report as the only attachment.

To:












Cc:

[Select the recipients...](#) [Show Bcc](#)

Subject:

Report: State Submission Status Timeliness and Completeness Report (LEAD015)

Body:

[Change to plain text >>](#) **B** *I* U           

☐ Attach the report

OK

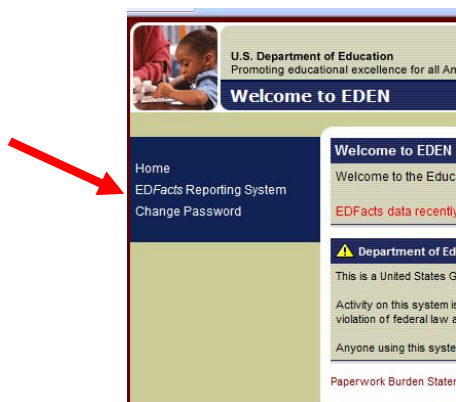
Cancel

How do I regularly schedule the distribution of an ED*Facts* report?

RESPONSE: Assuming you are the ED*Facts* user for your state, follow the steps below:

1. Login to ESS, and then access the *EDFacts Reports System* link on the left side panel (fig. 5)

Figure 5



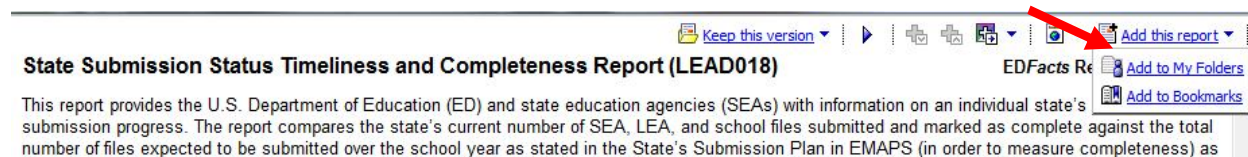
2. Once in the EDFacts Reporting System, access the area of interest. For example, *Submission Status, Office of Special of Education Programs (OSEP)*. You may select using the icons along the bottom of the page, or the tabs at the top (fig. 6)

Figure 6



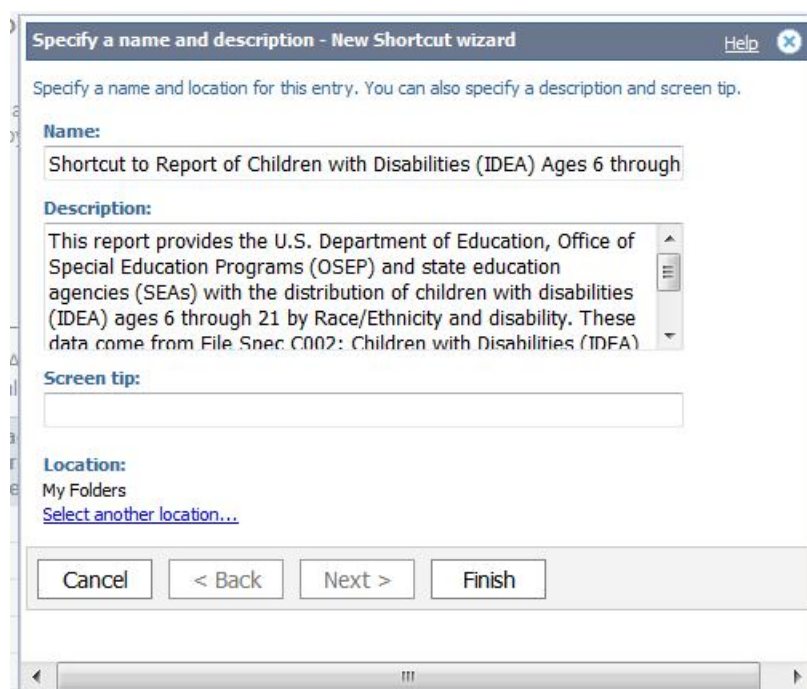
3. Run the selected report. In the top right corner of the report, click the icon to *Add this report* and choose *Add to My Folders* (fig. 7).

Figure 7



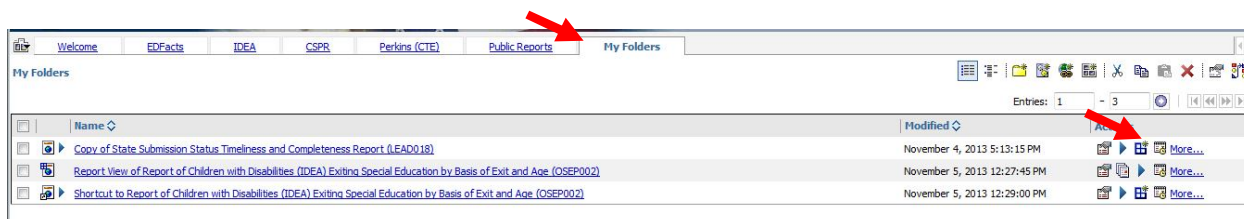
4. From the next window, save the report as a report view by completing the *Name*, *Description*, *Screen Tip* and *Location* fields as needed. (fig. 8).
 - Press the *Finish* button to return to the report.

Figure 8



5. Return to the home page and select the *My Folders* tab. Once you are in *My Folders*, click the schedule icon that corresponds to the report you would like to schedule (fig. 9)

Figure 9



6. You will be taken to the *Schedule* screen (fig. 10). Choose *Frequency*, *Start* and *End* dates, *Options*.
7. In order to e-mail a scheduled report, click *Override Default Values* This will open up the Delivery options (fig. 10).

Figure 10

Schedule - Scheduled Report of the Performance of Students - Specify the schedule and options to use when this entry runs. If you do not want to run this entry, you can disable the schedule without losing any of its details.

☐ Disable the schedule

Frequency:
Select the frequency by clicking on a link.

[By Day](#) **[By Week](#)** [By Month](#) [By Year](#)

Every 1 week(s) on:

☐ Monday ☒ Tuesday ☐ Wednesday ☐ Thursday
☐ Friday ☐ Saturday ☐ Sunday

Options:

Formats:
☒ HTML
☐ PDF

Orientation:
 (Default)

Paper size:
 (Default)

☐ Excel 2000 Single Sheet
☐ Excel 2002
☐ Delimited text (CSV)
☐ XML

Languages:
 English (United States) [Select the languages...](#)

Start:
 Feb 10 2009
 1 : 25 PM

End:
☒ No end date
☐ End by:
 Feb 10 2009
 1 : 14 PM

Delivery:
 Select at least one delivery method.
☐ Save the report
☐ Print the report in PDF format:
 [Select a printer...](#)
☒ Send the report by email [Edit the email options...](#)
 2 recipients

Prompt values:
 No values saved
☒ Prompt for values

OK Cancel

8. Once you have elected to send the report by e-mail (fig. 10), set the email options identified below (fig. 11).
 - Enter the email addresses you wish to send to in the *Type the email addresses, separated by semi-colons*. See below for an example.

- **Important Note!** EDFacts users are responsible for ensuring that data reports are shared only with SEA staff having access rights to the data.
 - Name the report in the *Subject:* box.
 - Enter a comment for the recipient(s) in the *Body:* box.
 - **Important Note!** The report will come from the following email address: edfacts@ed.gov. Please let recipients know not to respond to this email box. If they have questions, please direct them back to you (EDFacts Coordinator) or to the Partner Support Center (eden_ss@ed.gov). We recommend adding this note to the *Body:* of each scheduled report.
 - Choose the “include the report” as your *Attachments* option.
 - Do not modify data under the “To” box.
9. Press the OK button.
10. Press the OK button again (next window) to set the Schedule options.
- Again, if under *Prompt Values* (on Schedule options screen) is selected, you will need to select the prompt answers as the last step.
11. You can always go back to modify this scheduled event as needed!

Figure 11

The screenshot shows the 'Set the email options' screen for a 'Scheduled Report of the Performance of Students'. The header includes the EDFacts logo and a navigation bar with 'Previous', '1', and 'Next' buttons. Below the header, there is a 'To:' section with a table of recipients and a text area for email addresses. The 'Subject:' section has a text box containing 'Report: Scheduled Report of the Performance of Students'. The 'Body:' section has a text box containing a message from the EDEN Team. The 'Attachments' section has two checkboxes: 'Include the report' (checked) and 'Include a link to the report' (unchecked). At the bottom, there are 'OK' and 'Cancel' buttons.

Name	Type
North Carolina	User

your.team@ed.gov

Subject: Report: Scheduled Report of the Performance of Students

Body: Hello EDEN Team - This is a regularly scheduled report that will be emailed to you. Thanks, EDFacts Coordinator

Attachments: ☒ Include the report ☐ Include a link to the report

OK Cancel

How do I modify or disable the regularly scheduled distribution of an EDFacts report?**RESPONSE:**

1. From the ERS homepage, select the My Folders tab (fig. 12).

Figure 12



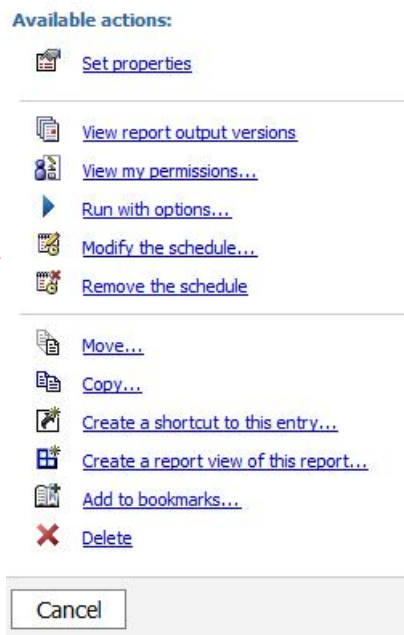
2. Click the *More...* icon that corresponds to the report you would like to modify (fig. 13).

Figure 13



3. You may then elect to modify or remove the schedule (fig. 14)

Figure 14



4. You will then be taken to the *Schedule* option screen. This screen will allow you to disable the auto-distribution, modify the date and times along with adding or removing recipients (fig. 15).

Important Note! EDFacts users are responsible for ensuring that data reports are shared only with SEA staff having access rights to the data.

Figure 15

Schedule - Scheduled Report of the Performance of Students - Specify the schedule and options to use when this entry runs. If you do not want to run this entry, you can disable the schedule without losing any of its details.

☐ Disable the schedule

Frequency:
Select the frequency by clicking on a link.

By Day ☒ By Week ☐ By Month ☐ By Year

Every 1 week(s) on:

☐ Monday ☒ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Options

Formats:

☒ HTML ☐ PDF

Orientation:
(Default)

Paper size:
(Default)

☐ Excel 2000 Single Sheet ☐ Excel 2002 ☐ Delimited text (CSV) ☐ XML

Languages:
English (United States) [Select the languages...](#)

Start:
Feb 10 2009 1 : 25 PM

End:
☒ No end date ☐ End by: Feb 10 2009 1 : 14 PM

Delivery:
Select at least one delivery method.

☐ Save the report

☐ Print the report in PDF format: [Select a printer...](#)

☒ Send the report by email [Edit the email options...](#)
2 recipients

Prompt values:
No values saved ☒ Prompt for values

OK Cancel

How long does it take to generate the EDFacts State Submission Plan Execution Report (LEAD004; LEAD015; LEAD018; LEAD019)?

RESPONSE: The LEAD reports usually take several minutes to generate the prompt page and about 4 minutes to execute the actual report. The report could take longer to run if there is high usage of the system. Usually, as the day progresses, the report execution times will increase due to a higher count of users.

7. EDFACTS METADATA AND PROCESS SYSTEM (EMAPS)

What is *EMAPS*?

RESPONSE: *EMAPS* is a web-based tool to provide SEAs with an easy method to report and maintain information on state policies, plans, and metadata to aid in the analysis of data collected in *EDFacts*. The initial rollout of *EMAPS* allowed states to enter their Racial and Ethnic (RE) Data Reporting Plans.

How do I access *EMAPS*?

RESPONSE: The *EDFacts* Coordinator for each state will have access to the *EMAPS* tool. There are three ways to access *EMAPS*: through the *EMAPS* website directly (<https://emaps.ed.gov/suite/>), from ESS or through the *EDFacts* website. *EDFacts* Coordinators may contact PSC and request access for additional users.

When I log into ESS I have a new link on the left menu for *EMAPS*, but when I click on it, I am prompted for an ID and password. Why is my ESS ID and password not working with *EMAPS*?

RESPONSE: Although *EMAPS* is accessible via the *EDFacts* Portal, it utilizes a different authentication process therefore having a different user ID. If you need access, please have your Coordinator contact PSC.

What is collected in *EMAPS*?

RESPONSE: *EMAPS* houses a variety of state supplied information and collects several surveys throughout the year. Surveys that will be collected in 2013-2014 include:

- Gun Free School Act (GFSA) Questionnaire
- CCD Grades Offered and Graduates Survey
- IDEA State Supplemental Survey
- IDEA Part B Dispute Resolution Survey
- IDEA Part B MOE Reduction & CEIS
- Surveys for the IDEA Part C Collection
- State Submission Plan

EMAPS is also being used for the State Submission Plan. Where can I get more information concerning this process?

RESPONSE: Please view the *EMAPS* User Guide: Submission Plan and File Status posted on the EDFacts Web site (www.ed.gov/EDFacts) for more instructional information.

8. EDFACTS STATE SUBMISSION PLANS

Where do I get a copy of my State Submission Plan?

RESPONSE: Contact your state EDFacts Coordinator for a copy. If you are the state EDFacts Coordinator, e-mail the PSC (eden_ss@ed.gov) for a copy of your 2008-09 Submission Plan. State Submission Plans for SY 2009-10 and beyond are maintained in EMAPS.

How do I update my Submission Plan for SY 2013-14?

RESPONSE:

Three elements are collected within the SY 2013-14 Submission Plan, timeliness, completeness and file status. States indicate whether a file will be timely prior to the file's due date, and when they have completed the submission for a file. States also may use the comments field for any data notes or explanations.

New for SY 2013-14: The file specification due date now appears on all data entry forms.

A new "Expected Submission Date" field has been added to all the data entry forms. Please use this field for each level of data when submission will be delayed beyond the file due date.

How often do I need to update my Submission Plan?

RESPONSE: States need to update their Submission Plans as they complete data submission for a file and if they know that a file will be submitted late, so that the LEAD018 and LEAD019 - are updated accordingly. If you need to make changes to your SSP after a file is due, you may do so at any time. ED data stewards use the completion information entered by the state as an indicator to begin reviewing that state's data.

9. EDFACTS – OTHER DATA COLLECTIONS

What is EASIE?

RESPONSE: EASIE stands for Electronic Application System for Indian Education. It is used to collect applications for the Title VII Formula Grant that is administered by the US Department of Education's Office of Indian Education (OIE). The grant is open to any entity (an LEA, a BIE school or a tribe) that serves Native American students.

Are any EDFacts data utilized to prepopulate EASIE?

RESPONSE: The following files are used to prepopulate the EASIE system:

- In Part I, membership data from the LEA level, N/X052 file, is used to pre-populate the application.
- In Part II, sections are prepopulated using student performance data from C175, C178, C179 and graduation rate from C150 (all at the LEA level). The entities do have the option for manual entry.

10. EDFACTS SUPPORT INFORMATION

Whom do I contact when I have a question concerning EDFacts and its supporting tools/documentation?

RESPONSE: SEA Partners can contact the EDFacts Partner Support Center by toll free telephone, fax or e-mail:

Telephone: 877-457-3336 (877-HLP-EDEN)
Fax: 888-329-3336 (888-FAX-EDEN)
TTY/TDD: 888-403-3336 (888-403-EDEN)
E-mail: eden_ss@ed.gov

Hours of operation are between 8am-6pm ET, Monday through Friday except for Federal holidays.

I have new staff that needs training in ESS. Whom should I contact?

RESPONSE: PSC provides online training for new EDFacts Submitters and new EDFacts Coordinators. The training is typically 90 minutes in duration covering a range of topics from an overview of all EDFacts Tools to troubleshooting transmissions to state-specific information such as submission status. Contact PSC to schedule a one-on-one online training session.

I have a suggestion for a change that I feel will make EDFacts and ESS work better for the states. Whom do I contact?

RESPONSE: Contact the Partner Support Center. Your suggestion will be logged and communicated to the EDFacts Change Review Board (ECRB). The ECRB will periodically review requests to determine if resources and priorities allow for implementation.

I previously made an enhancement suggestion. How do I find out if or when it will be implemented?

RESPONSE: If you have previously sent a question to PSC, and have confirmation that it will be passed along to the ECRB, you may contact PSC for an update concerning your suggestion. When approved enhancements are activated, PSC will notify states in the PSC Support Update.

I would like to receive the weekly PSC Support Update. How do I join this list?

RESPONSE: If you would like to receive the PSC Support Update, please contact PSC.

UPDATED: How can I join the EDFacts list-serve?

RESPONSE: The EDFacts Community is a new site allowing coordinators to participate in valuable conversations with peers, browse key discussions from the past, access or upload relevant resources to an open-source library, and engage in a number of other features made available on the site. You can visit the EDFacts Community at <https://edfacts.grads360.org>. If you are not yet a member, you can request access by emailing your full name and affiliation to accounts@grads360.org. In your email, be sure to specify that you would like to join the EDFacts Community.



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